

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Data Format Instructions

- 1 Each file must have a header record and a trailer record in the exact specified format with "FILENAME" and "TRAILER" in uppercase.
- 2 All fields are fixed length.
- 3 Left justify all alphanumeric fields.
- 4 All numeric fields must have leading zeros if field value does not utilize all available spaces.
- 5 Assume no decimal precision for all numeric fields without format clarification.
- 6 All decimal precision is implied. For example, for format 3.2, send 12345. It will be read as "123.45".
- 7 Yes/No fields must have 'Y' or 'N.'
- 8 All date fields must be in mm/dd/yyyy format.
- 9 All fields which reference a Code List should contain a value from the lists provided in 'Code Lists for Required Data' of this document.
- 10 Place a negative sign "-" at the far left of the field for all negative numbers.
- 11 Note all format requirements specified at the field level.
- 12 When capturing data other than values specified in the code lists, please send the most appropriate item included in the code list.

Submission Instructions

- 1 The submission must include data for the entire county. Each file must include all data for all townships.
- 2 Data must be submitted on CD-Rom or by email.
- 3 Send CD-Rom to:

Legislative Services Agency
Office of Fiscal and Management Analysis
200 W. Washington St., Suite 301
Indianapolis IN 46204
Attention: Diane Powers
- OR**
- Email to:

DPOWERS@IGA.STATE.IN.US
- 4 The State will validate that your data submission meets the defined file structure format. In the event that your data submission does not meet the required standards, you will be notified of non-compliance issues and asked to resubmit your data.

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CODE LIST 1 - Property Class Codes	
Code	Value
100	AGRICULTURAL - VACANT LAND
101	AGRICULTURAL - CASH GRAIN/GENERAL FARM
102	AGRICULTURAL - LIVESTOCK OTHER THAN DAIRY OR POULTRY
103	AGRICULTURAL - DAIRY FARM
104	AGRICULTURAL - POULTRY FARM
105	AGRICULTURAL - FRUIT & NUT FARMS
106	AGRICULTURAL - VEGETABLE FARM
107	AGRICULTURAL - TOBACCO FARM
108	AGRICULTURAL - NURSERY
109	AGRICULTURAL - GREENHOUSES
110	AGRICULTURAL - HOG FARM
111	AGRICULTURAL - BEEF FARM
120	AGRICULTURAL - TIMBER
141	AGRICULTURAL - AGLAND WITH MOBILE HOME
149	AGRICULTURAL - AGLAND WITH PERSONAL PROPERTY MOBILE HOME
198	AGRICULTURAL - AG BUILDING ON LEASED LAND
199	AGRICULTURAL - OTHER AGRICULTURAL USE
200	MINERAL
300	INDUSTRIAL VACANT LAND
309	PARCEL CLASSIFIED AS VACANT BUT IS PART OF THE SUPPORT LAND FOR ANOTHER PARCEL
310	INDUSTRIAL FOOD & DRINK
320	INDUSTRIAL FOUNDRIES & HEAVY MANUFACTURING
330	INDUSTRIAL MEDIUM MANUFACTURING & ASSEMBLY
340	INDUSTRIAL - LIGHT MANUFACTURING & ASSEMBLY
345	INDUSTRIAL OFFICE
346	INDUSTRIAL RESEARCH AND DEVELOPMENT FACILITY
350	INDUSTRIAL WAREHOUSE
360	INDUSTRIAL TRUCK TERMINALS
370	INDUSTRIAL SMALL SHOPS
380	INDUSTRIAL MINES & QUARRIES
385	INDUSTRIAL LANDFILL
390	INDUSTRIAL GRAIN ELEVATORS
398	INDUSTRIAL BUILDING ON LEASED LAND
399	INDUSTRIAL OTHER STRUCTURES
400	COMMERCIAL VACANT LAND
401	COMMERCIAL 4-19 FAMILY APARTMENTS
402	COMMERCIAL 20-39 FAMILY APARTMENTS
403	COMMERCIAL 40 OR MORE FAMILY APARTMENTS
409	COMMERCIAL PARCEL CLASSIFIED AS VACANT BUT IS PART OF THE SUPPORT LAND FOR ANOTHER PARCEL
410	COMMERCIAL MOTELS OR TOURIST CABINS
411	COMMERCIAL HOTELS
412	COMMERCIAL NURSING HOMES & HOSPITALS
415	COMMERCIAL MOBILE HOME PARKS
416	COMMERCIAL CAMP GROUNDS
419	COMMERCIAL OTHER HOUSING
420	COMMERCIAL SMALL RETAIL
421	COMMERCIAL SUPERMARKETS
422	COMMERCIAL DISCOUNT & JUNIOR DEPARTMENT STORES
424	COMMERCIAL FULL LINE DEPARTMENT STORES

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425	COMMERCIAL NEIGHBORHOOD SHOPPING CENTER
426	COMMERCIAL COMMUNITY SHOPPING CENTER
427	COMMERCIAL REGIONAL SHOPPING CENTER
428	COMMERCIAL CONVENIENCE MARKET
429	COMMERCIAL OTHER RETAIL STRUCTURES
430	COMMERCIAL RESTAURANT, CAFE, OR BAR
431	COMMERCIAL FRANCHISE-TYPE RESTAURANT
435	COMMERCIAL DRIVE-IN RESTAURANT
439	COMMERCIAL OTHER FOOD SERVICE
440	COMMERCIAL DRY CLEAN PLANT OR LAUNDRY
441	COMMERCIAL FUNERAL HOME
442	COMMERCIAL MEDICAL CLINIC OR OFFICES
443	COMMERCIAL DRIVE-UP/WALK-UP BANK ONLY
444	COMMERCIAL FULL SERVICE BANKS
445	COMMERCIAL SAVINGS AND LOANS
447	COMMERCIAL OFFICE BUILDING 1 OR 2 STORY
448	COMMERCIAL OFFICE 3 STORIES OR MORE WALK-UP
449	COMMERCIAL OFFICE 3 STORIES OR MORE ELEVATOR
450	COMMERCIAL CONVENIENCE MARKET WITH GASOLINE SALES
451	COMMERCIAL CONVENIENCE MARKET/FRANCHISE TYPE RESTAURANT
452	COMMERCIAL AUTO SERVICE STATION
453	COMMERCIAL CAR WASHES
454	COMMERCIAL AUTO SALES & SERVICE
455	COMMERCIAL GARAGE
456	COMMERCIAL PARKING LOT OR STRUCTURE
460	COMMERCIAL THEATERS
461	COMMERCIAL DRIVE-IN THEATERS
462	COMMERCIAL GOLF RANGE OR MINIATURE COURSE
463	COMMERCIAL GOLF COURSE
464	COMMERCIAL BOWLING ALLEY
465	COMMERCIAL LODGE HALL OR AMUSEMENT PARK
466	COMMERCIAL AMUSEMENT PARK
467	COMMERCIAL HEALTH CLUB
468	COMMERCIAL ICE RINK
469	COMMERCIAL RIVERBOAT GAMING RESORT
480	COMMERCIAL WAREHOUSE
481	COMMERCIAL MINI-WAREHOUSE
482	COMMERCIAL TRUCK TERMINALS
490	COMMERCIAL MARINE SERVICE FACILITY
495	COMMERCIAL MARINA
496	COMMERCIAL MARINA - SMALL BOATS
498	COMMERCIAL BUILDING ON LEASED LAND
499	COMMERCIAL OTHER STRUCTURE
500	RESIDENTIAL VACANT PLATTED LOT
501	RESIDENTIAL VACANT UNPLATTED LAND OF 0 - 9.99 ACRES
502	RESIDENTIAL VACANT UNPLATTED LAND OF 10 - 19.99 ACRES
503	RESIDENTIAL VACANT UNPLATTED LAND OF 20 - 29.99 ACRES
504	RESIDENTIAL VACANT UNPLATTED LAND OF 30 - 39.99 ACRES
505	RESIDENTIAL VACANT UNPLATTED LAND OF 40 OR MORE ACRES
509	RESIDENTIAL PARCEL CLASSIFIED AS VACANT BUT IS PART OF THE SUPPORT LAND FOR ANOTHER PARCEL
510	ONE FAMILY DWELLING ON A PLATTED LOT

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511	RESIDENTIAL ONE FAMILY DWELLING ON UNPLATTED LAND OF 0 - 9.99 ACRES
512	RESIDENTIAL ONE FAMILY DWELLING ON UNPLATTED LAND OF 10 -19.99 ACRES
513	RESIDENTIAL ONE FAMILY DWELLING ON UNPLATTED LAND OF 20 -29.99 ACRES
514	RESIDENTIAL ONE FAMILY DWELLING ON UNPLATTED LAND OF 30 -39.99 ACRES
515	RESIDENTIAL ONE FAMILY DWELLING ON UNPLATTED LAND OF 40 OR MORE ACRES
520	RESIDENTIAL TWO FAMILY DWELLING ON A PLATTED LOT
521	RESIDENTIAL TWO FAMILY DWELLING ON UNPLATTED LAND OF 0 - 9.99 ACRES
522	RESIDENTIAL TWO FAMILY DWELLING ON UNPLATTED LAND OF 10 -19.99 ACRES
523	RESIDENTIAL TWO FAMILY DWELLING ON UNPLATTED LAND OF 20 -29.99 ACRES
524	RESIDENTIAL TWO FAMILY DWELLING ON UNPLATTED LAND OF 30 -39.99 ACRES
525	RESIDENTIAL TWO FAMILY DWELLING ON UNPLATTED LAND OF 40 OR MORE ACRES
530	RESIDENTIAL THREE FAMILY DWELLING ON A PLATTED LOT
531	RESIDENTIAL THREE FAMILY DWELLING ON UNPLATTED LAND OF 0 - 9.99 ACRES
532	RESIDENTIAL THREE FAMILY DWELLING ON UNPLATTED LAND OF 10 -19.99 ACRES
533	RESIDENTIAL THREE FAMILY DWELLING ON UNPLATTED LAND OF 20 -29.99 ACRES
534	RESIDENTIAL THREE FAMILY DWELLING ON UNPLATTED LAND OF 30 -39.99 ACRES
535	RESIDENTIAL THREE FAMILY DWELLING ON UNPLATTED LAND OF 40 OR MORE ACRES
540	RESIDENTIAL MOBILE/MANUFACTURED HOME ON A PLATTED LOT
541	RESIDENTIAL MOBILE/MANUFACTURED HOME ON UNPLATTED LAND OF 0 - 9.99 ACRES
542	RESIDENTIAL MOBILE/MANUFACTURED HOME ON UNPLATTED LAND OF 10 - 19.99 ACRES
543	RESIDENTIAL MOBILE/MANUFACTURED HOME ON UNPLATTED LAND OF 20 - 29.99 ACRES
544	RESIDENTIAL MOBILE/MANUFACTURED HOME ON UNPLATTED LAND OF 30 - 39.99 ACRES
545	RESIDENTIAL MOBILE/MANUFACTURED HOME ON UNPLATTED LAND OF 40 OR MORE ACRES
550	RESIDENTIAL CONDOMINIUM UNIT ON A PLATTED LOT
551	RESIDENTIAL CONDOMINIUM UNIT ON UNPLATTED LAND OF 0 - 9.99 ACRES
552	RESIDENTIAL CONDOMINIUM UNIT ON UNPLATTED LAND OF 10 - 19.99 ACRES
553	RESIDENTIAL CONDOMINIUM UNIT ON UNPLATTED LAND OF 20 - 29.99 ACRES
554	RESIDENTIAL CONDOMINIUM UNIT ON UNPLATTED LAND OF 30 - 39.99 ACRES
555	RESIDENTIAL CONDOMINIUM UNIT ON UNPLATTED LAND OF 40 OR MORE ACRES

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556	RESIDENTIAL CONDOS
557	COMMON AREAS CONDOS
558	MASTER CARD FOR RESIDENTIAL CONDO
590	RESIDENTIAL PLATTED PERSONAL PROPERTY MOBILE HOME
591	RESIDENTIAL UNPLATTED PERSONAL PROPERTY MOBILE HOME
598	RESIDENTIAL BUILDING ON LEASED LAND
599	RESIDENTIAL OTHER STRUCTURES
600	EXEMPT PROPERTY OWNED BY THE UNITED STATES OF AMERICA
610	EXEMPT PROPERTY OWNED BY THE STATE OF INDIANA
620	EXEMPT PROPERTY OWNED BY A COUNTY
621	EXEMPT PROPERTY CERTIFIED FOR TREASURER'S SALE
622	EXEMPT PROPERTY HELD FOR RESALE
630	EXEMPT PROPERTY OWNED BY A TOWNSHIP
640	EXEMPT PROPERTY OWNED BY A MUNICIPALITY
645	EXEMPT PROPERTY OWNED BY A MUNICIPAL HOUSING AUTHORITY
650	EXEMPT PROPERTY OWNED BY A BOARD OF EDUCATION
660	EXEMPT PROPERTY OWNED BY A PARK DISTRICT
661	EXEMPT PROPERTY OWNED BY A CONSERVANCY DISTRICT
662	EXEMPT PROPERTY OWNED BY A SANITARY DISTRICT
665	EXEMPT PROPERTY OWNED BY A PUBLIC LIBRARY
669	OTHER EXEMPT PROPERTY OWNED BY A GOVERNMENTAL UNIT
670	EXEMPT PROPERTY OWNED BY A PRIVATE ACADEMY OR COLLEGE THAT IS GRANTED AN EXEMPTION
680	EXEMPT PROPERTY OWNED BY A CHARITABLE ORGANIZATION THAT IS GRANTED AN EXEMPTION
685	EXEMPT PROPERTY OWNED BY A RELIGIOUS ORGANIZATION THAT IS GRANTED AN EXEMPTION
686	CHURCH, CHAPEL, MOSQUE, SYNAGOGUE, TABERNACLE, OR TEMPLE THAT IS GRANTED AN EXEMPTION
690	EXEMPT PROPERTY OWNED BY A CEMETERY ORGANIZATION THAT IS GRANTED AN EXEMPTION
699	OTHER EXEMPT PROPERTY OWNED BY AN ORGANIZATION THAT IS GRANTED AN EXEMPTION
800	LOCALLY ASSESSED VACANT UTILITY LAND-COMMERCIAL
805	LOCALLY ASSESSED VACANT UTILITY LAND-INDUSTRIAL
810	LOCALLY ASSESSED PROPERTY OWNED BY A BUS COMPANY-COMMERCIAL
811	STATE ASSESSED PROPERTY OWNED BY A BUS COMPANY
815	LOCALLY ASSESSED PROPERTY OWNED BY A BUS COMPANY-INDUSTRIAL
820	LOCALLY ASSESSED PROPERTY OWNED BY A LIGHT, HEAT OR POWER COMPANY-COMMERCIAL
821	STATE ASSESSED PROPERTY OWNED BY A LIGHT, HEAT, OR POWER COMPANY THAT CONSTITUTES A PART OF ANY RIGHT-OF-WAY OF THE LIGHT, HEAT OR POWER COMPANY
825	LOCALLY ASSESSED PROPERTY OWNED BY A LIGHT, HEAT OR POWER COMPANY-INDUSTRIAL
830	LOCALLY ASSESSED PROPERTY OWNED BY A PIPELINE COMPANY-COMMERCIAL
831	STATE ASSESSED PROPERTY OWNED BY A PIPELINE COMPANY THAT CONSTITUTES A PART OF ANY RIGHT-OF-WAY OF THE DISTRIBUTION SYSTEM
835	LOCALLY ASSESSED PROPERTY OWNED BY A PIPELINE COMPANY-INDUSTRIAL

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840	LOCALLY ASSESSED PROPERTY OWNED BY A RAILROAD COMPANY-COMMERCIAL
841	STATE ASSESSED OPERATING PROPERTY OWNED BY A RAILROAD COMPANY
845	LOCALLY ASSESSED PROPERTY OWNED BY A RAILROAD COMPANY-INDUSTRIAL
850	LOCALLY ASSESSED PROPERTY OWNED BY A SEWAGE COMPANY-COMMERCIAL
851	STATE ASSESSED PROPERTY OWNED BY A SEWAGE COMPANY THAT CONSTITUTES A PART OF ANY RIGHT-OF-WAY OF THE COLLECTION SYSTEM
855	LOCALLY ASSESSED PROPERTY OWNED BY A SEWAGE COMPANY-INDUSTRIAL
860	LOCALLY ASSESSED PROPERTY OWNED BY A TELEPHONE, TELEGRAPH, OR CABLE COMPANY-COMMERCIAL
861	STATE ASSESSED PROPERTY OWNED BY A TELEPHONE, TELEGRAPH, OR CABLE COMPANY THAT CONSTITUTES A PART OF ANY RIGHT-OF-WAY OF THE DISTRIBUTION SYSTEM
865	LOCALLY ASSESSED PROPERTY OWNED BY A TELEPHONE, TELEGRAPH, OR CABLE COMPANY-INDUSTRIAL
870	LOCALLY ASSESSED PROPERTY OWNED BY A WATER DISTRIBUTION COMPANY-COMMERCIAL
871	STATE ASSESSED PROPERTY OWNED BY A WATER DISTRIBUTION COMPANY THAT CONSTITUTES A PART OF ANY RIGHT OF WAY OF THE DISTRIBUTION SYSTEM
875	LOCALLY ASSESSED PROPERTY OWNED BY A WATER DISTRIBUTION COMPANY-INDUSTRIAL

CODE LIST 2 - Land Type Codes	
Code	Value
GC	GOLF COURSE LAND
F	FRONT LOT
R	REAR LOT
1	COMMERCIAL / INDUSTRIAL LAND
11	PRIMARY
12	SECONDARY
13	UNDEVELOPED USABLE
14	UNDEVELOPED UNUSABLE
2	CLASSIFIED LAND
21	CLASSIFIED FOREST
22	WILDLIFE HABITAT
23	RIPARIAN LAND
24	WINDBREAK
25	FILTER STRIP
26	CEMETERY LAND
3	UNDEVELOPED LAND
4	TILLABLE LAND
41	FLOODED OCCASIONALLY
42	FLOODED SEVERELY
43	FARMED WETLANDS
5	NONTILLABLE LAND
6	WOODLAND
7	OTHER FARMLAND

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71	FARM BUILDINGS
72	FARM POND
73	WETLANDS
8	AGRICULTURAL SUPPORT LAND
81	LEGAL DITCH
82	PUBLIC ROAD/ROW
83	UTILITY TRANSMISSION TOWER
9	ONE ACRE HOMESITE
91	EXCESS RESIDENTIAL ACREAGE
92	EXCESS AGRICULTURAL ACREAGE

CODE LIST 3 - Summary of Improvements (Residential and Agricultural Use Codes)	
Code	Value
POOLAGC	ABOVE GROUND POOL - CIRCULAR
POOLAGO	ABOVE GROUND POOL - OVAL/RECTANGULAR
ADDN	ADDITIONS
BATHHSE	BATH HOUSE
BOATHSE	BOAT HOUSE
BSILO	BUNKER SILO
BLMSILO	BUTLER LOW MOISTURE SILAGE SILO
CARSHEDO	CAR SHED OPEN
CARSHED	CAR SHED ENCLOSED
CRIBFS	CORN CRIB - FREE STANDING CORN CRIB
CRIBOT	DRIVE THROUGH
CONCAPRN	CONCRETE APRON
DETAR	DETACHED GARAGE
DWELL	DWELLING
FLCNPY	FEED LOT CANOPY
FLCONC	FEED LOT CONCRETE FLAT WORK
GAZEBO	GAZEBO
GEO	GEO THERMAL HEAT
GRANARY	GRANARY
GRNHSEFS	GREENHOUSE - FREE STANDING
GRNHSEAE	GREENHOUSE - ATTACHED 1 END
GRNHSELT	GREENHOUSE - LEAN-TO
HOG	HOG CONFINEMENT FACILITY
LEANTO	LEAN-TO
MILKH	MILK HOUSE
MLKP	MILKING PARLOR
POOLENC1	POOL ENCLOSURE TYPE 1 (UNFINISHED)
POOLENC2	POOL ENCLOSURE TYPE 2 (SEMI-FINISHED)
POOLENC3	POOL ENCLOSURE TYPE 3 - (FINISHED)
POTATO	POTATO STORAGE
POULTRY	POULTRY CONFINEMENT
POULTRYM	POULTRY HOUSE
QUONSET	QUONSET BUILDING
SILO	SILO
SLTAG	SLURRY TANK - ABOVE GROUND
SLTRND	SLURRY TANK - ROUND SLURRY TANK
SLTRCT	RECTANGULAR
SOLAR	SOLAR HEAT
STABLE	STABLE

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GRBIN	STEEL GRAIN BIN
POOL	SWIMMING POOL
TENNIS	TENNIS COURT
TOBACCO	TOBACCO BARN
TSILO	TRENCH SILO
TURKEY	TURKEY BARNS
T1	TYPE 1 DAIRY BARN
T2	TYPE 2 BANK OR FLAT BARN
T3AW	TYPE 3 POLE BARN ALL WALLS
T31SO	TYPE 3 ONE SIDE OPEN
T34SO	TYPE 3 NO WALLS
T3AWI	TYPE 3 ALL WALLS INSULATED
UTLSHED	UTILITY SHED
VEAL	VEAL CONFINEMENT FACILITY
WCRIB	WIRE CORN CRIB

CODE LIST 4 - Summary of Improvements (Commercial Industrial Use Codes)	
Code	Value
TURF	ARTIFICIAL TURF
BLEACHER	BLEACHERS
STACK	BRICK OR CONCRETE STACK
BULKHEAD	BULKHEAD PILING
CARWASHG	CAR WASH BUILDING - GOOD
CARWASHA	CAR WASH BUILDING - AVERAGE
CARWASHL	CAR WASH BUILDING - LOW COST
RESTROOM	CAR WASH RESTROOM FIXTURES
CARSELF	CAR WASH - DO IT YOURSELF GOOD
CARSELF	CAR WASH - DO IT YOURSELF AVERAGE
CARSELF	CAR WASH - DO IT YOURSELF LOW COST
CELLRND	CELLS, STEEL PILING, ROUND
CELLSQ	CELLS, STEEL PILING, SQ
CHIMNEY	CHIMNEY
CHIMNEY2	CHIMNEY WITH 2 FLUES
METCHIM	METAL CHIMNEY
COMCNPYL	COMM CANOPY - LOW COST
COMCNPYA	COMM CANOPY - AVERAGE
COMCNPYG	COMM CANOPY - GOOD
COMCNPYH	COMM CANOPY - HIGH COST
CGRNHSE	COMMERCIAL GREENHOUSE
CONCAPPRN	CONCRETE APRON
CONCRWLB	CONCRETE RETAINING WALL - LEVEL BACKFILL
CONCRWSS	CONCRETE RETAINING WALL - SLOPING SURCHARGE
RCONCRW	CONCRETE RETAINING WALL - REINFORCED
CONCOPEN	CONCRETE CRIBBING - OPEN
CONCCLSD	CONCRETE CRIBBING - CLOSED
CONCTANK	CONCRETE WATER TANK
DECK	DECK
DRIVEIN	DRIVE IN THEATRE
DRRANGE	DRIVING RANGE
BINCYL	DRY STORAGE BIN - CYLINDRICAL TYPE
BINHOP	DRY STORAGE BIN- HOPPER TYPE
DIKE	EARTH DIKE

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ELEV TANK	ELEVATED STEEL TANK
ENCLSTAD	ENCLOSED SPORTS STADIUM
SKYWAYHC	ENCLOSED WALKWAY - HIGH COST
SKYWAYLC	ENCLOSED WALKWAY - LOW COST
SKYWAYMC	ENCLOSED WALKWAY - MEDIAN COST
EXECGOLF	EXECUTIVE COURSE
FENCECL	FENCING - CHAIN LINK
FENCEW	FENCING - WOOD
FUELTANK	FUEL OIL TANK
GOLFCRSE	GOLF COURSE
LAKE	GOLF COURSE LAKE
ANNEX	GRAIN ELEVATOR ANNEX
GRAINEL	GRAIN ELEVATORS
GUARD	GUARDRAILS
BRIDGEHC	HIGHWAY BRIDGE - HIGH COST
BRIDGEMC	HIGHWAY BRIDGE - MEDIAN COST
BRIDGELC	HIGHWAY BRIDGE - LOW COST
HSTANK	HORIZ. BULK STORAGE TANK
HGRAIN	HORIZONTAL GRAIN STORAGE
INCINER	INCINERATOR
OILTANK	OIL TANK
OLKSTAD	OLD TYPE PARKS
WALLS	MASONRY WALLS
MINGOLF	MINIATURE GOLF
MOOSTAD	MODERN TYPE PARKS
MHPARK	MOBILE HOME PARK
MOOR3	MOORING CLUSTER, 3 PILES
MOOR5	MOORING CLUSTER, 5 PILES
PTENNISD	PADDLE TENNIS COURTS DELUXE
PTENNIS	PADDLE TENNIS COURTS STANDARD
PAR3GOLF	PAR 3 COURSE
PAVING	PAVING
BRIDGEP	PEDESTRIAN BRIDGE
PTCHPUTT	PITCH AND PUTT COURSE
POOL	SWIMMING POOL
MUNPOOL	MUNICIPAL SWIMMING POOL
RAILROAD	RAILROAD SIDING
RESTRM	REST ROOM
SBWALL	RETAINING WALL - STEEL BIN TYPE
RESERVOIR	RESERVOIR [sic.] - SURFACE
TRACK	RUNNING TRACK
SSCBL	SELF-SVC CASHIER BOOTH LOW
SSCBV	SELF-SVC CASHIER BOOTH AVERAGE
SSCBGD	SELF-SVC CASHIER BOOTH GOOD
SHBOARD	SHUFFLE BOARD COURTS
SLIP	SMALL BOAT MARINA
STANDS	STANDS OVER DRESSING ROOM
STLSTACK	STEEL STACK
BIN	STEEL TANKS AND CORRUGATED METAL BINS
TENNISD	TENNIS COURTS - DELUXE
TENNIS	TENNIS COURTS - STANDARD
TOWER	TOWER

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SILO1	TRENCH AND BUNKER SILO SEALED, CONCRETE FLOOR TYPE 1, CONCRETE PANELS
SILO2	TRENCH AND BUNKER SILO TYPE 2 (POLES, BRACES, CONC. PANELS, CONC. FLOOR)
SILO3	TRENCH AND BUNKER SILO TYPE 3 (CANT. POLES, PLYWOOD OR TONGUE AND GROOVE)
VSTANK	VERTICAL BULK STORAGE TANK
WADEPOOL	WADING POOL
PRESTANK	WELD. STEEL PRESS. TANK
PIPE	WELDED STEEL STANDPIPE
WHPOOL	WHIRLPOOL
WOODTANK	WOOD WATER STORAGE

CODE LIST 5 - Pricing Key	
Code	Value
GCM____	GENERAL COMMERCIAL MERCANTILE (MODEL NUMBERS 1 - 47)
GCI____	GENERAL COMMERCIAL INDUSTRIAL (MODEL NUMBERS 1 - 33)
GCR____	GENERAL COMMERCIAL RESIDENTIAL (MODEL NUMBERS 1 - 15)
GCK____	GENERAL COMMERCIAL KIT (NO MODEL NUMBERS)

CODE LIST 6 - Use Type Codes	
Code	Value
APART	APARTMENT
AUTOSERV	AUTO SERVICE
AUTOSHOW	AUTO SHOWROOM
BANK	BANK
BOWL	BOWLING ALLEY
CARWASH	CAR WASH AUTO
CLUB	COUNTRY CLUB
COMGAR	COMMERCIAL GARAGE
CONVMRKT	CONVENIENCE MARKET
DEPTSTOR	DEPARTMENT STORE
DINING	DINING / LOUNGE
DISCOUNT	DISCOUNT STORE
DRIVEIN	DRIVE - IN
FASTFOOD	FAST FOOD
FUNEHOME	FUNERAL HOME
GENOFF	GENERAL OFFICE
GENRET	GENERAL RETAIL
HANGAR	HANGAR
HEALTH	HEALTH CLUB
HMFG	HEAVY MANUFACTURING
HUTLSTOR	HEAVY UTILITY STORAGE
HOSERV	HOTEL/MOTEL SERVICE
HOUNIT	HOTEL/MOTEL UNIT
ICERINK	ICE RINK
INDOFF	INDUSTRIAL OFFICE
LMFG	LIGHT MANUFACTURING
LUTLSTOR	LIGHT UTILITY STORAGE
LWRHSE	LIGHT WAREHOUSE
LFTMFG	LOFT MANUFACTURING

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LFTWRHSE	LOFT WAREHOUSE
MALLSHOP	MALL SHOPS
MEDOFF	MEDICAL OFFICE
MILLMFG	MILL MANUFACTURING
MWRHSE	MINI WAREHOUSE
NBHSHP	NEIGHBORHOOD SHOPPING CENTER
MHPARK	MOBILE HOME PARK
NURSHOME	NURSING HOME
PARKING	PARKING
PARKGAR	PARKING GARAGE
PWRPLANT	POWER GENERATING PLANT
REGSHOP	REGIONAL SHOPPING CENTER
RESDEV	RESEARCH / DEVELOPMENT
SERVICE	SERVICE STATION
SMSHOP	SMALL SHOP
SABSMT	STAND ALONE BASEMENT
SUPRMRKT	SUPER MARKET
THEATRE	THEATRE
TRCKBUNK	TRUCK TERMINAL BUNK ROOM
TRCKWARE	TRUCK TERMINAL WAREHOUSE
UTLSTOR	UTILITY / STORAGE
VACANT	VACANT OR ABANDONED

CODE LIST 7 - Occupancy Codes	
Code	Value
1	SINGLE FAMILY
2	DUPLEX
3	TRIPLEX
4	4-6 FAMILY
5	MOBILE HOME
6	ROW-TYPE

CODE LIST 8 - Basement Codes	
Code	Value
0	NONE
1	1/4
2	1/2
3	3/4
4	FULL

CODE LIST 9 - Crawl Space Codes	
Code	Value
0	NONE
1	1/4
2	1/2
3	3/4
4	FULL

CODE LIST 10 - Construction Type Codes	
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Code	Value
1	WOOD FRAME
1A	LIGHT CONSTRUCTION
1B	MEDIUM CONSTRUCTION
1C	HEAVY CONSTRUCTION
10	ALUMINUM
11	WOOD SLAT
12	WELD WIRE
13	PLANK
14	BASK WEAVE
15	REDWOOD
16	OREOSOTED WOOD
17	FIBERGLASS
2	STUCCO
3	TILE
4	CONCRETE BLOCK
41A	4" CONCRETE BLOCK
41B	6" CONCRETE BLOCK
41C	8" CONCRETE BLOCK
42A	6X6 SOLAR SCREENING BLOCK
42B	8X8 SOLAR SCREENING BLOCK
42C	12X12 SOLAR SCREENING BLOCK
5	METAL
5A	METAL - SINGLE WALL
5B	METAL - DOUBLE WALL
5C	METAL - TRIPLE WALL STEEL
51A	PREFAB STEEL
51B	GUNTED STEEL
51C	7 GAUGE GALVANIZED STEEL
51D	8 GAUGE GALVANIZED STEEL
51E	9 GAUGE GALVANIZED STEEL
51F	10 GAUGE GALVANIZED STEEL
51G	GLASS LINED STEEL
51H	BOLTED STEEL
51I	WELDED STEEL
51J	1/4" STEEL PLATE
51K	3/8" STEEL PLATE
51L	1/2" STEEL PLATE
51M	PORCELAIN STEEL
51N	FIREPROOF STEEL
52	STEEL TUBULAR FRAME GLASS (GREENHOUSE)
53	CORRUGATED METAL
54	METAL GUARD RAIL
55A	40# RAILS
55B	60# RAILS
55C	80# RAILS
55D	100# RAILS
55E	115# RAILS
55F	130# RAILS
56	PIPE
6	CONCRETE
6A	LIGHT CONSTRUCTION
6B	HEAVY CONSTRUCTION

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

6C	4" CONCRETE
6D	6" CONCRETE
6E	8" CONCRETE
61	SANDBASE PLASTIC LINER (POOL)
62	REINFORCED CONCRETE
63	CONCRETE STAVE
64	CONCRETE BARRIERS
7	BRICK
71A	8" COMMON BRICK
71B	12" COMMON BRICK
72A	4" FACE BRICK
72B	8" FACE BRICK
72C	12" FACE BRICK
8	STONE
81	MACADAM
82	CRUSHED STONE
83	CLAY
84	SOD
85	ASPHALT
85A	HEAVY DUTY ASPHALT
85B	RUBBERIZED ASPHALT
86	EARTH
87	CINDER
88A	RESILIENT MATERIAL COLORED
88C	ARTIFICIAL RESILIENT MATERIAL
89	INSULATION MATERIAL
89A	CORK BOARD
89B	STYRENE
89C	FIBERGLASS BOARD
89D	FOAM GLASS BOARD
89E	MINERAL WOOL BATTS
89F	URETHANE
9	FRAME W/MASONRY
91A	1/6 MASONRY
92	2/6 MASONRY
93	3/6 MASONRY
94	4/6 MASONRY
95	5/6 MASONRY

CODE LIST 11 - Condition Codes	
Code	Value
EX	EXCELLENT
G	GOOD
AV	AVERAGE
F	FAIR
P	POOR
VP	VERY POOR
SV	SOUND VALUE
NV	NO VALUE

CODE LIST 12 - Wall Type Codes

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Code	Value
1	CONCRETE BLOCK, STUCCO, TILE, WOOD, ALUMINUM, METAL SIDING, OR EQUAL
2	BRICK, STONE, CONCRETE, OR EQUAL
3	ALUMINUM, METAL, OR STEEL SIDING ON STEEL FRAMING
4	GUARD WALL, PARKING GARAGE

CODE LIST 13 - Frame Type Codes	
Code	Value
1	WOOD JOIST
2	FIRE RESISTANT
3	REINFORCED CONCRETE
4	FIREPROOF STEEL

CODE LIST 14 - Hotel/Motel Configuration Codes	
Code	Value
ST	STRIP
BB	BACK TO BACK
CH	CENTER HALL

CODE LIST 15 - Adjustment Codes	
Code	Value
1	MORTGAGE
2	HOMESTEAD CREDIT
3	STANDARD DEDUCTION
4	OVER 65
5	BLIND
6	DISABLED
6A	BLIND AND DISABLED COMBINED
7	VET TOTAL DISABILITY
8	VET PARTIAL DISABILITY
9	VETERAN WORLD WAR I
10	SPOUSE VETERAN WORLD WAR I
10A	VETERANS DEDUCTIONS COMBINED
11	REHABILITATED RESIDENTIAL PROPERTY
12	REHABILITATED PROPERTY
13	SOLAR ENERGY SYSTEMS/WIND POWER DEVICES
14	RESOURCE RECOVERY SYSTEMS
15	HYDROELECTRIC POWER OR GEOTHERMAL ENERGY HEATING OR COOLING DEVICE
16	REHABILITATION OR REDEVELOPMENT OF REAL PROPERTY IN ECONOMIC REVITALIZATION AREAS ABATEMENT
18	PERSONAL PROPERTY SOLDIERS EXEMPTION
19	RESOURCE RECOVER/COAL OR OIL SHALE SYSTEM
20	ECONOMIC REVITALIZATION AREA - PERSONAL PROPERTY ABATEMENT
21	ENTERPRISE ZONE
22	FERTILIZER DEDUCTION
23	GOVERNMENT-OWNED, NON-TAXABLE
24	EDUCATIONAL
25	LITERACY

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

26	SCIENTIFIC
27	RELIGIOUS
28	CHARITABLE
29	HOSPITAL
30	LOW INCOME RESIDENCE
31	INDUSTRIAL WASTE CONTROL FACILITY
32	POLLUTION CONTROL - PERSONAL PROPERTY
33	LAKE/RESERVOIR
34	LOW INCOME HOUSING
35	FINE ARTS - PERSONAL PROPERTY
36	FRATERNITY/SORORITY
37	SPECIFIED ORGANIZATION
38	INTERSTATE COMMERCE - PERSONAL PROPERTY
39	TRUCK CHASSIS
40	NON-RESIDENT AUTO DEALER
41	BUS CHASSIS
42	OTHER

CODE LIST 16 - Taxpayer Type Codes	
Code	Value
I	INDIVIDUAL
B	BUSINESS

CODE LIST 17 - Reason for Change Codes	
Code	Value
1	SPLIT
2	COMBINATION
3	RECLASSIFICATION OF USE
4	PTABOA DETERMINATION (FORM 130)
5	ERROR CORRECTION (FORM 133)
6	IBTR DETERMINATION (FORM 118)
7	TAX COURT DETERMINATION
8	INFORMAL
9	GENERAL REVALUATION
10	GENERAL REVALUATION - INCOMPLETE STRUCTURE
11	NEW CONSTRUCTION - INCOMPLETE STRUCTURE
12	NEW CONSTRUCTION - COMPLETE STRUCTURE
13	ADDITION TO EXISTING STRUCTURE
14	DESTROYED STRUCTURE
15	OMITTED OR UNDERVALUED PROPERTY
16	MINERAL CHANGES
17	MISCELLANEOUS
18	COUNTY EQUALIZATION
19	ANNUAL ADJUSTMENT

CODE LIST 18 - Property Type Codes	
Code	Value
R	REAL
P	PERSONAL
M	ANNUALLY ASSESSED MOBILE HOME

Property Tax File Format Requirements**Code Lists for Required Data**

This file format should be used to submit data beginning in Pay 2010.

G	OIL OR GAS
O	OTHER

CODE LIST 19 - Deed Type Codes	
Code	Value
SW	SPECIAL WARRANTY
TD	TRUSTEE'S DEED
IT	DEED IN TRUST
QC	QUIT CLAIM DEED
LW	LIMITED WARRANTY DEED
EX	EXECUTOR'S DEED
PR	PERSONAL REPRESENTATIVE DEED
SH	SHERIFF'S DEED
AU	AUDITOR'S DEED
UM	U.S. MARSHALL'S DEED
AD	ADMINISTRATOR'S DEED
CW	CORPORATE WARRANTY
CT	CONTRACT SALE
CM	COMMISSIONER'S DEED
GD	GUARDIAN'S DEED
OD	ORDER OF DISTRIBUTION
AS	AFFIDAVIT OF SURVIVORSHIP
DM	DISSOLUTION OF MARRIAGE
CD	CORRECTIVE WARRANTY DEED
RD	RECEIVER'S DEED

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

HEADER RECORD (the first record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "FILENAME: PARCEL", or "FILENAME: IMPROVE")	Required "Filename" to be submitted in uppercase "FILENAME."
County Number	19	35	17	A	Constant value (eg "County Number: 23")	
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	
File Format ID	76	96	21	A	Constant value of "File Format ID: 2006A This communicates the version of the structure used to create the data.	
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002")	
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5")	
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	

REAL PROPERTY PARCEL DATA FILE (one record per parcel) - Filename = PARCEL

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county and must match an Assessor Parcel/Tax Identification Number in Real and Personal Tax Data.	
GIS Parcel Number	26	50	25	A	This is the State Standard Parcel Number.	
Parcel Number - Previous Year	51	75	25	A	Will deviate from data in field "Parcel Number" if county's parcel numbering format has changed.	New field added to file structure.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

State Township Number	76	79	4	A	Refer to DLGF Unit Code on Unit Budget Order.	Added comment.
Locally-Assigned District Number	80	82	3	A		Modified field name for clarification.
State-Assigned District Number	83	87	5	A	Must be 5 digits. E.g. 41026 (The first two digits are the county number) Refer to Certified Tax Rate Order	Changed length from 3 to 5. Added comments on required format.
Section and Plat	88	95	8	A		
Routing Number	96	120	25	A		
Property Address	121	160	40	A		
Property Address City	161	190	30	A		
Property Address Zip Code	191	200	10	A	Format xxxxx-xxxx	
Property Class Code	201	203	3	A	Refer to Code List 1	
Legal Description	204	703	500	A		
Neighborhood Identifier	704	715	12	A		
Owner Name	716	795	80	A		
Owner Street Address or PO Box	796	835	40	A		
Owner Address City	836	865	30	A		
Owner Address State	866	867	2	A		
Owner Address Zip Code	868	877	10	A	Format xxxxx-xxxx	
Swampy (Y/N)	878	878	1	A		
Water (Y/N)	879	879	1	A		
Sewer (Y/N)	880	880	1	A		
Electricity (Y/N)	881	881	1	A		
Waterfront Property (Y/N)	882	882	1	A		Changed to require (Y/N). Changed length to 1.
Zoning	883	887	5	A		
Flood Hazard (Y/N)	888	888	1	A		
Current AV - Total Land	889	900	12	N		
Current AV - Total Improvements	901	912	12	N		
AV - Total Land and Improvements	913	924	12	N		
AV - Commercial Land	925	936	12	N	Should equal total commercial land value for parcel; should be value shown for Land Type Codes 1X; refer to Code List 2	
AV - Commercial Improvements	937	948	12	N	Should equal total commercial improvement value for each parcel.	
AV - Commercial Land and Improvements	949	960	12	N	Field should contain the sum of Commercial Land and Commercial Improvements	
AV - Residential Land and Lots	961	972	12	N		
AV - Residential Improvements	973	984	12	N		

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

AV - Residential Land and Improvements	985	996	12	N		
AV - Non-residential Land	997	1008	12	N		
AV - Non-residential Improvements	1009	1020	12	N		
AV - Non-residential Land and Improvements	1021	1032	12	N		
AV - Dwelling	1033	1044	12	N	If multiple dwellings exist, field should contain the total value of all dwellings on the parcel.	
AV - Farmland	1045	1056	12	N		
AV - Classified Land	1057	1068	12	N		
AV - Homesite(s)	1069	1080	12	N		
Legally Deeded Acreage	1081	1089	9	N	Format 5.4 eg: 200001000; Implied: 20000.1000	
Appraisal Date	1090	1099	10	A	Format mm/dd/yyyy	
Reason for Change Code	1100	1101	2	A	Refer to Code List 17	
Prior AV - Total Land	1102	1113	12	N	This field should contain the assessed value at last tax lean date. The value prior to it being reassessed.	
Prior AV - Total Improvements	1114	1125	12	N	This field should contain the assessed value at last tax lean date. The value prior to it being reassessed.	
Annual Adjustment Factor Applied	1126	1130	5	N	Format 3.2 eg: 00125; Implied: 001.25 Field should contain a "bottom line" adjustment factor in the event of annual adjustments if applicable.	Modified field name for clarification.
Equalization Factor Applied	1131	1135	5	N	Format 3.2 eg: 00125; Implied: 001.25 Field should contain a "bottom line" adjustment factor in the event of equalization if applicable.	New field added to file structure.

LAND FILE (0, 1, or many records per parcel) - Filename = LAND

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.
Land/Lot Type Code	26	27	2	A	Refer to Code List 2	
Actual Frontage	28	35	8	N	Format 7.1 eg: 00070005; Implied: 007000.5	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Appraised Value	36	47	12	N	Field should contain the final AV of the land record after influence factors have been applied.	
Acreage	48	56	9	N	Format 5.4 eg: 200001000; Implied: 20000.1000	Changed length from 10 to 9
Square Feet	57	65	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	Changed length from 10 to 9
Soil ID	66	70	5	A		
Soil Productivity Factor	71	74	4	N	Format 2.2 eg: 0155; Implied: 01.55	

IMPROVEMENT FILE (0, 1, or many records per parcel) - Filename = IMPROVE

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.
Dwelling or Building Number (if applicable)	26	41	16	A	If improvement is a dwelling or building, field must match a dwelling number in the Dwelling or a building number in the Commercial/Industrial Building File and Building Detail File.	Added comment to provide further clarification.
Identification Number	42	44	3	A		
Improvement Type Code	45	52	8	A	Refer to Code Lists 3 for residential/agricultural or 4 and 6 for commercial/industrial.	
Construction Type Code	53	55	3	A	Refer to Code List 10	
Year Constructed	56	59	4	A	Field must contain "OLD" for very old property with no record of date.	Added comment to provide further clarification.
Year Remodeled	60	63	4	A	Field must contain 0000 for no year remodeled.	Added comment to provide further clarification.
Effective Construction Year	64	67	4	A	Field must contain "OLD" for very old property with no record of date.	Added comment to provide further clarification.
Condition Code	68	69	2	A	Refer to Code List 11	
Improvement Size	70	77	8	N	If the improvement is a dwelling or a commercial building, leave blank. The size is already indicated or able to be derived at the dwelling/building level.	
Appraised Value	78	89	12	N	Field should contain the final AV of the improvement following all adjustments.	
Physical Depreciation %	90	92	3	N	Format (eg 100 or 055)	
Obsolescence Depreciation %	93	95	3	N	Format (eg 100 or 055)	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Percent Complete	96	98	3	N	Format (eg 100 or 055)	
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DWELLING FILE (0 or 1 record per improvement) - Filename = DWELLING

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.
Dwelling Number	26	41	16	A	Same value as entered in the respective improvement record.	
Occupancy Code	42	42	1	A	Refer to Code List 7	
Central Air Conditioning (Y/N)	43	43	1	A		
Number of Finished Rooms	44	45	2	N		
Basement Code	46	46	1	A	Refer to Code List 8	
Crawl Space Code	47	47	1	A	Refer to Code List 9	
Floor(s) Total Base Area	48	52	5	N		
Floor(s) Total Finished Living Area	53	57	5	N		
Total Bedrooms	58	59	2	N		
Number of Full Baths	60	61	2	N		
Number of Half Baths	62	63	2	N		
Garage Capacity (# Cars)	64	65	2	N		

COMMERCIAL/INDUSTRIAL BUILDING FILE (0 or 1 record per improvement) - Filename = BUILDING

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.
Building Number	26	41	16	A	Same value as entered in the respective improvement record.	
Pricing Key, Predominant Use	42	46	5	A	Refer to Code List 5 (eg GCM47)	
Number of Floors	47	48	2	N		
Total Square Foot Area	49	57	9	N		
Total Base Value	58	69	12	N		
Plumbing Fixtures Value	70	83	14	N		
Special Features Value	84	97	14	N		
Exterior Features Value	98	111	14	N		

BUILDING DETAIL FILE (1 or many records per building) - Filename = BLDDETL

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Building Number	26	41	16	A		
Floor Number	42	44	3	N		
Section Letter or Number	45	47	3	A		
Pricing Key	48	52	5	A	Refer to Code List 5 (eg GCM47)	
Use Code	53	60	8	A	Refer to Code List 6	
Square Foot Area	61	66	6	N		
Square Foot Rate	67	71	5	N	Format 3.2 eg: 2514; Implied 25.14	
Framing Type	72	72	1	N	Refer to Code List 13	
Wall Type	73	73	1	N	Refer to Code List 12	
Wall Height	74	75	2	N		
Heating/AC Value Adjustment	76	79	4	N	Format 2.2 eg: 1050; Implied: 10.50 Value adjustment per sqft	
Sprinkler Value Adjustment	80	83	4	N	Format 2.2 eg: 1050; Implied: 10.50 Value adjustment per sqft	
Average Depth for Strip Retail	84	89	6	A		
Individually Owned (Y/N) (Apartments or	90	90	1	A		
Unit Size of Individually Owned Unit (Apt or	91	96	6	N		
Condo)						
Configuration Code (Motels or Hotels)	97	99	3	A	Refer to Code List 14	
Number of Units (Apartments, Condos,	100	102	3	N		
Motels, or Hotels)						
Average Unit Size (SqFt for Apt, Condos,	103	108	6	N		
Motels, Hotels)						

APPEALS TRACKING FILE (0, 1, or many records per parcel) - Filename = APPEAL

Column	Start	End	Length	Type	Comments/Format	Version Changes
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Stricken from Property Tax File Structures

SALES DISCLOSURE FILE (0, 1, or many records per parcel) - Filename = SALEDISC

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number 1	1	25	25	A	Must match a Parcel Number in the Real Property Parcel Data File.	Expanded comment to provide further clarification.
Parcel 1 Acreage	26	34	9	A	Format 5.4 eg: 200001000; Implied: 20000.1000	Changed length from 7 to 9 and updated precision to 5.4
Parcel 1 Split (Y/N)	35	35	1	A		
Parcel Number 2	36	60	25	A	Must be unique within the county.	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Parcel 2 Acreage	61	69	9	A	Format 5.4 eg: 200001000; Implied: 20000.1000	Changed length from 7 to 9 and updated precision to 5.4
Parcel 2 Split (Y/N)	70	70	1	A		
Parcel Number 3	71	95	25	A	Must be unique within the county.	
Parcel 3 Acreage	96	104	9	A	Format 5.4 eg: 200001000; Implied: 20000.1000	Changed length from 7 to 9 and updated precision to 5.4
Parcel 3 Split (Y/N)	105	105	1	A		
Street Address of Property Transferred	106	145	40	A		
City of Property Transferred	146	175	30	A		
State of Property Transferred	176	177	2	A		
Zip Code of Property Transferred	178	187	10	A	Format xxxxx-xxxx	
Tax Bill Street Address	188	227	40	A		
Tax Bill City	228	257	30	A		
Tax Bill State	258	259	2	A		
Tax Bill Zip Code	260	269	10	A	Format xxxxx-xxxx	
Number of Parcels	270	272	3	N		
Adjacent Property Owner (Y/N)	273	273	1	A		
Vacant Land (Y/N)	274	274	1	A		
Exchange for Other Real Property ("Trade") (Y/N)	275	275	1	A		
Seller-provided Financing (Y/N)	276	276	1	A		
Seller Paid Points	277	288	12	N		
Change in use (Y/N)	289	289	1	A		
Existence of a Family or Business Relationship Between Buyer and Seller (Y/N)	290	290	1	A		
Land Contract (Y/N)	291	291	1	A	Format mm/dd/yyyy	
Land Contract Date	292	301	10	A		
Personal Property Included in Transfer (Y/N)	302	302	1	A		
Amount of Personal Property Included in Transfer	303	314	12	N		
Buyer/Seller Significant Physical Changes to Property Between March 1 and Date of Sales (Y/N)	315	315	1	A		
Non-warranty deed (Y/N)	316	316	1	A		
Type of Deed (other than warranty)	317	318	2	A	Refer to Code List 19	
Partial Interest (Y/N)	319	319	1	A		
Security Interest (Y/N)	320	320	1	A		
Leases (Y/N)	321	321	1	A		

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Foreclosure (Y/N)	322	322	1	A		
Mergers (Y/N)	323	323	1	A		
Quitclaim deeds (Y/N)	324	324	1	A		
Partition Documents (Y/N)	325	325	1	A		
Transfer to charity, NFP, govmt (Y/N)	326	326	1	A		
No/discount consideration (Y/N)	327	327	1	A		
Rerecording (Y/N)	328	328	1	A		
Easement/ROW (Y/N)	329	329	1	A		
Contract Date	330	339	10	A	Format mm/dd/yyyy	
Total Sales Price	340	354	15	N		
Special Circumstances	355	854	500	A		
Name of Seller 1	855	889	35	A		
Street Address of Seller 1	890	929	40	A		
City of Seller 1	930	959	30	A		
State of Seller 1	960	961	2	A		
Zip Code of Seller 1	962	971	10	A	Format xxxxx-xxxx	
Name of Seller 2	972	1006	35	A		
Street Address of Seller 2	1007	1046	40	A		
City of Seller 2	1047	1076	30	A		
State of Seller 2	1077	1078	2	A		
Zip Code of Seller 2	1079	1088	10	A	Format xxxxx-xxxx	
Title Company Name	1089	1118	30	A		
Title Company Phone	1119	1130	12	A	Format xxx-xxx-xxxx	
Name of Buyer 1	1131	1165	35	A		
Street Address of Buyer 1	1166	1205	40	A		
City of Buyer 1	1206	1235	30	A		
State of Buyer 1	1236	1237	2	A		
Zip Code of Buyer 1	1238	1247	10	A	Format xxxxx-xxxx	
Buyer Primary Residence (Y/N)	1248	1248	1	A		
Name of Buyer 2	1249	1283	35	A		
Street Address of Buyer 2	1284	1323	40	A		
City of Buyer 2	1324	1353	30	A		
State of Buyer 2	1354	1355	2	A		
Zip Code of Buyer 2	1356	1365	10	A	Format xxxxx-xxxx	
Telephone Number of Seller	1366	1377	12	A	Format xxx-xxx-xxxx	
Telephone Number of Buyer	1378	1389	12	A	Format xxx-xxx-xxxx	
Assessor Significant Changes (Y/N)	1390	1390	1	A		
AV - Land	1391	1402	12	N		Changed length from 15 to 12
AV - Improvements	1403	1414	12	N		Changed length from 15 to 12
AV - Total	1415	1426	12	N		Changed length from 15 to 12

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Neighborhood Code	1427	1438	12	A		
Property Class Code	1439	1441	3	A		
Taxing District	1442	1446	5	A		
Valid Sale (Y/N)	1447	1447	1	A		

TRAILER RECORD (the last record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "FILENAME: PARCEL", or "FILENAME: IMPROVE")	Required "Filename" to be submitted in uppercase "FILENAME."
County Number	19	35	17	A	Constant value (eg "County Number: 23")	
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	
File Format ID	76	96	21	A	Constant value of "File Format ID: 2006A This communicates the version of the structure used to create the data.	
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002")	
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5")	
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	

PERSONAL PROPERTY FILE - (appears 0 times or once per taxpayer) - Filename = PERSPROP

Column	Start	End	Length	Type	Comments/Format	Version Changes
Assessor Parcel/Tax Identification Number	1	25	25	A	Must be unique within the county and must match an Assessor Parcel/Tax Identification Number in Real and Personal Tax Data.	Modified field name for clarification. Added comment.
Federal Tax Number	26	37	12	A		
Taxpayer Type Code	38	50	13	A	Refer to Code List 16	
Taxpayer Name	51	130	80	A		

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Taxpayer Street Address	131	170	40	A		
City	171	200	30	A		
State	201	217	17	A		
Zip Code	218	227	10	A	Format xxxxx-xxxx	
AV - Vehicles	228	239	12	N		Changed length from 10 to 12
AV - Boats and Boat Equipment	240	251	12	N		Changed length from 10 to 12
AV - Farm Implements and Equipment	252	263	12	N		Changed length from 10 to 12
AV - Livestock, Poultry, and Fur-Bearing Animals	264	275	12	N		Changed length from 10 to 12
AV - Grain, Seeds, and Forage Crops	276	287	12	N		Changed length from 10 to 12
AV - Inventories	288	299	12	N	From Form 103, Schedule B	Modified field name. Added comment to provide further clarification. Changed length from 10 to 12
AV - Business Depreciable Personal Property	300	311	12	N	From Form 103, Schedule A	Added comment to provide further clarification. Changed length from 10 to 12
AV - Inventories of Public Utility Companies	312	323	12	N		Changed length from 10 to 12
AV - Fixed Depreciable Personal Property of Public Utility Companies	324	335	12	N		Changed length from 10 to 12
Principal Business Activity Code	336	341	6	A	This field must contain North American Industry Classification System (NAICS) codes.	
Economic Revitalization Deduction	342	353	12	N	This field must contain the last or final value entered from Form 103-Long Form Summary.	New field added to file structure.
Inventory Deduction	354	365	12	N	This field must contain the last or final value entered from Form 103-Long Form Summary.	New field added to file structure.
Investment Deduction	366	377	12	N	This field must contain the last or final value entered from Form 103-Long Form Summary.	New field added to file structure.
Final Assessed Value	378	389	12	N	This field must contain the last or final value entered from Form 103-Long Form Summary.	New field added to file structure.
Special Tooling - Adjusted Cost	390	401	12	N	From Form 103 Schedule A, Column C	New field added to file structure.
Special Tooling - True Tax Value	402	413	12	N	From Form 103 Schedule A, Column D	New field added to file structure.
Commercial Aircraft - Adjusted Cost	414	425	12	N	From Form 103 Schedule A, Column C	New field added to file structure.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Commercial Aircraft - True Tax Value	426	437	12	N	From Form 103 Schedule A, Column D	New field added to file structure.
Abnormal Obsolescence - True Tax value	438	449	12	N	From Form 103 Schedule A, Column D	New field added to file structure.

POOL DATA FILE - (appears 0, 1, or many times per taxpayer *) - Filename = POOLDATA

Column	Start	End	Length	Type	Comments/Format	Version Changes
Assessor Parcel/Tax Identification Number	1	25	25	A	Must match a Parcel Number in the Personal Property File.	Modified field name for clarification. Added comment.
Pool Number	26	26	1	N		
Acquisition Start Date	27	36	10	A	Format mm/dd/yyyy	
Acquisition End Date	37	46	10	A	Format mm/dd/yyyy	
Total Cost (or Base Year Value)	47	58	12	N		Reordered field in file layout - precedes Adjusted Cost.
Adjusted Cost	59	70	12	N		Reordered field in file layout - follows Total Cost.

* note: ONE RECORD FOR EACH POOL LINE WITH ENTRIES

APPEALS TRACKING FILE (0, 1, or many records per taxpayer) - Filename = APPEALPP

Column	Start	End	Length	Type	Comments/Format	Version Changes
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Stricken from Property Tax File Structures

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "FILENAME: PARCEL", or "FILENAME: IMPROVE")	Required "Filename" to be submitted in uppercase "FILENAME."
County Number	19	35	17	A	Constant value (eg "County Number: 23")	
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	
File Format ID	76	96	21	A	Constant value of "File Format ID: 2006A This communicates the version of the structure used to create the data.	
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002")	
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5")	
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: ")	
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	

ANNUALLY ASSESSED MOBILE HOMES FILE (0, 1, or many records per taxpayer) - Filename = MOBILE

Column	Start	End	Length	Type	Comments/Format	Version Changes
Mobile Home Identification Number	1	25	25	A	Must be unique within the county and must match an Assessor Parcel/Tax Identification Number in Real and Personal Tax Data.	Modified field name for clarification. Added comment to provide further clarification.
State Township Number	26	29	4	A	Refer to DLGF Unit Code on Unit Budget Order.	Modified file name for clarification. Added comment.
Locally-Assigned District Number	30	32	3	A		Modified field name for clarification.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

State-Assigned District Number	33	37	5	A	Must be 5 digits. E.g. 41026 (The first two digits are the county number) Refer to Certified Tax Rate Order	Changed length from 3 to 5. Added comments on required format.
Owner Name	38	77	40	A		
Property Address Street	78	117	40	A		
Property Address City	118	147	30	A		
Property Address Zip Code	148	157	10	A		
Annually Assessed Mobile Home Year	158	161	4	N		
Annually Assessed Mobile Home Make	162	186	25	A		
Annually Assessed Mobile Home Size	187	191	5	A	This field should contain the area of the mobile in sqft.	
AV - Annually Assessed Mobile Home	192	197	6	N	This field should include the Assessed Value of the mobile home and all of its appurtenances	
Annually Assessed Mobile Home Park Name	198	237	40	A		

APPEALS TRACKING FILE (0, 1, or many records per taxpayer) - Filename = APPEALMH

Column	Start	End	Length	Type	Comments/Format	Version Changes
Stricken from Property Tax File Structures						

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "FILENAME: PARCEL", or "FILENAME: IMPROVE")	Required "Filename" to be submitted in uppercase "FILENAME."
County Number	19	35	17	A	Constant value (eg "County Number: 23")	
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	
File Format ID	76	96	21	A	Constant value of "File Format ID: 2006A This communicates the version of the structure used to create the data.	
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002")	
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5")	
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	

OIL AND GAS WELL ASSESSMENTS FILE (0 or many records per parcel) - Filename = OILGAS

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county and must match an Assessor Parcel/Tax Identification Number in Real and Personal Tax Data.	
Well Type	26	28	3	A	Field should include one of "OIL" or "GAS"	
Lease	29	48	20	A		
Owner or Operator?	49	58	10	A		

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Acreage	59	67	9	N	Format 5.4 eg: 510005020; Implied: 5100050.20	
Barrels of Oil or MCM Gas in Storage	68	76	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	
Average Daily Production (Bbls or MCM)	77	85	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	
Total Assessed Value	86	97	12	N		New field added to file structure.

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

HEADER RECORD (first record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "FILENAME: PARCEL", or "FILENAME: IMPROVE")	Required "Filename" to be submitted in uppercase "FILENAME."
County Number	19	35	17	A	Constant value (eg "County Number: 23")	
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	
File Format ID	76	96	21	A	Constant value of "File Format ID: 2006A This communicates the version of the structure used to create the data.	
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002")	
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5")	
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	

REAL AND PERSONAL TAX DATA FILE (one record per parcel) - Filename = TAXDATA

Column	Start	End	Length	Type	Comments/Format	Version Changes
Auditor Parcel/Tax Identification Number	1	25	25	A	Must be unique within the county.	Modified field name for clarification.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Assessor Parcel/Tax Identification Number	26	50	25	A	Must match a Parcel Number from: 1) Real Property Parcel Data File, or 2) Personal Property File, or 3) Personal Property - Annually Assessed Mobile Homes File, or 4) Oil and Gas Well Assessments File	Modified field name for clarification. Added comment to provide further clarification.
Property Type	51	51	1	A	Refer to Code List 18.	New field added to file structure.
Taxpayer Name	52	131	80	A		
Taxpayer Street Address	132	171	40	A		
Taxpayer City	172	201	30	A		
Taxpayer State	202	218	17	A		
Taxpayer Zip Code	219	228	10	A	Format xxxxx-xxxx	
Locally-Assigned District Number	229	231	3	A		Modified field name for clarification.
Tax District Rate	232	237	6	N	Format 2.4 eg: 010015; Implied: 01.0015	Changed length and precision.
State-Assigned District Number	238	242	5	A	Must be 5 digits. E.g. 41026 (The first two digits are the county number) Refer to Certified Tax Rate Order	Changed length from 3 to 5. Added comments on required format.
State Township Number	243	246	4	A	Refer to DLGF Unit Code on Unit Budget Order.	Modified field name for clarification. Added comment.
Federal Tax ID Number	247	258	12	N		
Government Owned Code	259	278	20	A		
Total Net AV	279	290	12	N		Changed length from 14 to 12
Gross Tax Due	291	304	14	N		
State Property Tax Replacement Credit Amount - Total	305	318	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	
Property Tax Replacement Credit %	319	324	6	N	Format 2.4 eg: 214567; Implied: 21.4567%	Changed precision.
TIF Replacement Credit	325	338	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	New field added to file structure.
Total Homestead %	339	344	6	N	State and all county. Format 2.4 eg: 085678; Implied: 08.5678%	Modified field name for clarification. Added comment. Changed precision.
Homestead Credit	345	358	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	New field added to file structure.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

2% Cap Credit	359	372	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	New field added to file structure.
Net Tax Due	373	386	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	
Late Penalty - Personal Property	387	400	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	Added format specification.
Undervalued Penalty - Personal Property	401	414	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	Added format specification.
Prior Delinquency	415	428	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	
Prior Penalty	429	442	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	
Total Tax + Penalty Billed	443	456	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	
Current AV - Total Land	457	468	12	N		
Current AV - Total Improvements	469	480	12	N		
AV - Total Land and Improvements	481	492	12	N		
AV - Residential Land and Lots	493	504	12	N		
AV - Residential Improvements	505	516	12	N		
AV - Residential Land and Improvements	517	528	12	N		
AV - Non-residential Land	529	540	12	N		
AV - Non-residential Improvements	541	552	12	N		
AV - Non-residential Land and Improvements	553	564	12	N		
AV - TIF	565	576	12	N		New field added to file structure.
TIF Billed on Gross Rate (Y/N)	577	577	1	A		New field added to file structure.

ADJUSTMENTS FILE (0, 1, or many records per parcel) - Filename = ADJMNTS

Column	Start	End	Length	Type	Comments/Format	Version Changes
Auditor Parcel/Tax Identification Number	1	25	25	A	Must be unique within the county and match an Auditor Parcel/Tax Identification Number in the Real and Personal Tax Data File.	Modified field name for clarification. Modified comment to provide further clarification.

Property Tax File Format Requirements

Code Lists for Required Data

This file format should be used to submit data beginning in Pay 2010.

Adjustment Code	26	27	2	A	Refer to Code List 15	
Amount	28	39	12	N	Format 10.2 eg: 000010050010; Implied 0000100500.10	
Starting Year	40	43	4	A	For abatements and other deductions that are granted for a limited amount of time.	
Number of Years	44	45	2	N	For abatements and other deductions that are granted for a limited amount of time.	

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	